

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-7-106**

|   |  |                             |
|---|--|-----------------------------|
| <b>CLASSIFICATION TITLE</b><br>Senior Transportation Engineer | <b>OFFICE/BRANCH</b><br>Program Delivery/<br>Engineering &<br>Construction /<br>Construction | <b>LOCATION</b><br>Fresno   |
| <b>WORKING TITLE</b><br>Design and Construction Engineer      | <b>POSITION NUMBER</b><br>311-001-3161-006   | <b>EFFECTIVE</b><br>12/1/16 |

**GENERAL STATEMENT:**

Under the direction of the California High-Speed Rail Authority's (Authority) Design and Construction Manager (Supervising Transportation Engineer), the Design and Construction Engineer (Senior Transportation Engineer) acts in a lead capacity as a resident engineer and is responsible for overseeing portions of design and construction for the complex Construction Package 2-3 (CP 2-3) megaproject, including overseeing the efficient design and construction of a quality facility within the project's cost, scope and schedule. The incumbent will lead an oversight team and be a point of contact with the Project and Construction Management (PCM) consultant and the Program Management Team (PMT) for all work except structure related matters. The incumbent assists the Design and Construction Manager in organizing and directing the work of Transportation Engineers and other staff; represents the Authority at meetings and prepares correspondence to the contractors and project stakeholders; prepares reports such as investigative reviews and/or project reviews.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

- |         |  |
|---------|--|
| 35% (E) | <ul style="list-style-type: none"><li>• By providing technical oversight and working in partnership with the PCM and PMT, assures the Design-Build (DB) contractor is meeting design and construction requirements for all work except structure portions of the project.</li></ul>  |
| 30% (E) | <ul style="list-style-type: none"><li>• Assists the Design and Construction manager to assure all aspects of contract administration related to all work, except structures, is completed within scope, cost, schedule, budgeted resources, and Authority standards and practices. Includes but is not limited to: safety, contractor payments, environmental compliance, labor compliance, dispute resolution, and public outreach.</li></ul> |

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- 25% (E)
  - Leads the work of assigned Transportation Engineers and provides oversight of PCM and PMT engineers for all work, except structures related work; ensures required construction safety meetings are held and documented at least every 10 work days for Authority staff.
- 10% (E)
  - Participates in developing and implementing Value Engineering Change Proposals and other innovative proposals to reduce cost while maintaining or improving quality.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; the Authority's Equal Employment Opportunity (EEO) Program objectives; a supervisor's role in EEO, health and safety and labor relations programs and the processes available to meet their objectives.

Ability to: Plan and direct the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively; effectively contribute to the Authority's EEO objectives.

### **DESIRABLE QUALIFICATIONS:**

- Knowledge of the Authority's organization.
- Knowledge of the Authority's policies, project management concepts, design, construction, materials engineering and testing processes, and financial constraints.
- Ability to maintain organizational relationships both internally and outside of the Authority that pertains to planning, design and construction of transportation facilities.

### **PUBLIC AND INTERNAL CONTACTS:**

The incumbent maintains a close working relationship with counterparts at the Authority. The incumbent represents the Authority in meetings and dealings with federal, state, regional and local agencies, elected officials and the public. Meets with civic groups and other interested parties to discuss and resolve controversial construction projects and to coordinate work with the various jurisdictions.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Incumbent is responsible for the timely and efficient delivery and completion of projects and services that provide maximum benefits to the traveling public and in accordance with federal, state and local mandates. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Failure to meet delivery and budget commitments, as prescribed by federal, state and local agencies, could result in loss of funding and damage to the Authority's credibility. It could further lead to conditions that endanger the traveling public and increase liability against the Authority.

### **PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Sustained mental activity needed for problem solving, analysis and reasoning. Must be able to communicate orally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

### **WORK ENVIRONMENT:**

The duties are typically performed in a climate controlled office working under artificial lighting. The office setting is a mixture of modular workstations and private offices housing professional, technical and clerical staff. At times the incumbent may be exposed to extreme and inclement weather and walking on uneven terrain when on a construction job site. Frequent travel is required.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor\_\_\_\_\_

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|